



Job Title: Librarian I – Part-Time/Temporary

Job Summary: To aid in accomplishing the mission and vision of the Library at all public services desks.

Duties and Responsibilities:

- Assist at all public services desks (Reference, Circulation and Children's)
- Provide reference, reader's advisory and information services on-site, online and by telephone, following standard principles and practices and the policies of the library
- Handle reserve requests and interlibrary loan requests
- Perform online searches and assist patrons with technology, computers, printing, copying and scanning
- Answer inquiries regarding library procedures, functions, upcoming events, and services
- Check materials in and out, register new borrowers, assist patrons with museum pass requests
- Shelve library materials and maintain proper order in collections by shelf reading
- Attend staff meetings and other trainings as requested
- Perform other duties as requested

Skills and Education Requirement:

- Masters of Library Science from an ALA accredited institution or Masters of Library Science degree candidate/enrolled student
- Experience with Symphony WorkFlows is a plus
- Proficiency with Microsoft Office, knowledge of current technology, technological trends, and operation of related equipment
- Familiarity with online searching is required

Needed Attributes:

- Reliability, dependability, and strong work ethic
- Excellent customer service skills
- Display initiative and problem solving skills
- Ability to communicate effectively, listen, and work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisors
- Ability to work independently, as part of a team, and be flexible and adapt to fast-paced work environment
- Possess good analytical skills and excellent computer and internet searching techniques
- Attentive to detail and excellent organizational skills
- Good sense of humor

Working Conditions:

This position operates in public and nonpublic areas. The work areas may contain book dust, molds, mildew and insects. It requires a working knowledge of library technology such as computers, copiers and audiovisual equipment. This position requires lifting at least 50 pounds, pushing materials weighing at least 100 pounds, bending/reaching 25 to 75 times a day, the ability to climb stairs, talking on the telephone at least two hours a day, standing at least four hours a day and stationary work at a computer terminal or using other office equipment requiring eye-hand coordination and finger dexterity for at least four consecutive hours a day. This position exists in a shared office environment with a need for cooperative interaction in many different circumstances.

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